

MEMORANDUM FOR: Training Officers and Supervisors concerned

SUBJECT: Interim Revision of Phase II Training Evaluation Form.

1. The attached Training Evaluation Report introduces a new trial form for Phase II. The Report attempts to provide information on how well the student achieved the instructional goals of the course, and on the instructors' impressions of personal characteristics based on observations which can reasonably be made under the training conditions.

2. The Performance Record, Section II, represents the major curriculum elements more accurately. The "General Knowledge" elements underlie all instruction and are measured continuously as a part of all exercises. The "Specific Topics" are emphasized separately in the Course, and special efforts are made to evaluate them. A separate breakdown has been attached which shows the distribution of all grades assigned in this class, so that the performance of the student concerned can be compared with the performance of others in the class.

3. Sections III and IV provide the instructors' appraisal of certain relevant personal characteristics, and their overall ratings on appreciation and suitability for clandestine activity. While these are based on careful observation and consideration, it is emphasized that they are merely recorded opinions. If taken as opinions to be checked against further information, it is believed such tentative appraisals will be found useful. The success of the report therefore depends on the judgment and skill of the Training Officers and Supervisors in relating it to other information about the individual.

4. This Training Evaluation Report is a trial form. While the major aspects of its present form will be retained, it is anticipated that changes will be made as a result of its use by the instructional staff and by the consumers. To aid in further revising the form, your comments and criticisms are invited. If you have suggestions for improving the report, please call or address a memo to Chief, A&E Staff, OTR Extension 8307.

~~SECRET~~ ~~CONFIDENTIAL~~

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment missing